

DELAWARE TRANSIT CORPORATION

POSTING NO. 047-2017

POSITION VACANCY POSTING

DATE OF POSTING December 1, 2016

CLOSING DATE December 30, 2016

**METHOD OF APPLICATION: Employment Application**

INTERESTED CANDIDATES MUST FILE FOR THIS POSITION BY SUBMITTING AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT BY 4:30 P.M. ON **December 30, 2016**.

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POSITION #: 003 JOB CODE #: 026

POSITION TITLE Chief Human Resources Officer

PAY GRADE 22 PAY RATE \_\_\_\_\_ PAY RANGE \$71,870 - \$89,837

LOCATION: Wilmington or Dover DEPARTMENT Human Resources  
SECTION Human Resources

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CLASSIFICATION: FULL TIME X PART-TIME \_\_\_\_\_

CONTRACT: 8FR \_\_\_\_\_ 8DR \_\_\_\_\_ 32 \_\_\_\_\_ N/C X

SCHEDULED HOURS 8:00 AM – 4:30 PM SCHEDULED DAYS Monday – Friday

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SUMMARY OF POSITION:

The Chief Human Resources Officer (CHRO) plans, directs, and manages human resources functions for the corporation, including labor relations; compensation analysis; position classification; recruitment and selection; training and development; the company's Drug and Alcohol Program which must conform to all policies and procedures of the Federal Transit Administration; and benefits. The position provides company-wide direction in the areas of policy and planning for human resources; monitors applicable federal/state regulations to ensure compliance; sets goals, objectives and priorities; administers the budget for human resources; and develops and uses performance measures to ensure goals are met and exceeded. A significant portion of the workforce is covered by collective bargaining agreements which adds to the complexity of administering many functions, including labor relations and benefit administration.

**SEE PREFERRED QUALIFICATIONS ON SECOND PAGE**

### **Preferred Qualifications**

Possession of a Bachelor's degree or higher in Human Resource Management or related discipline

1. Three years of experience in human resource administration and implementing all human resources activities for a least one functional area such as Labor Relations, Benefits, Classification, Compensation Analysis, Recruitment, Selection, etc  
**(Applicants must detail all experience in human resource administration and implementing human resources activities for at least one functional area.)**
2. Three years of experience in policy administration which includes planning, developing, implementing, and evaluating policies and procedures  
**(Applicant must detail all experience in developing, implementing, and evaluating policies.)**
3. Three years of experience in establishing goals, objectives, and priorities utilizing performance metrics  
**(Applicant must detail all experience in establishing goals, objectives, and priorities utilizing performance metrics).**

JOB DESCRIPTION: AVAILABLE ON-LINE AT **[www.dartfirststate.com](http://www.dartfirststate.com)**

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EQUAL OPPORTUNITY EMPLOYER

**"Application must specifically address each Preferred Qualification"**

DTC is an "Equal Opportunity Employer". Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an accommodation, applicants may call (302) 760-2891. TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

**JOB APPLICATIONS ARE AVAILABLE ON-LINE AT: [www.dartfirststate.com](http://www.dartfirststate.com)**

# Delaware Transit Corporation

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Revised: 11/29/2016

Job Code: 026

Pay Grade: 22

## Chief Human Resources Officer

### **Position Summary**

The Chief Human Resources Officer (CHRO) plans, directs, and manages human resources functions for the corporation, including labor relations; compensation analysis; position classification; recruitment and selection; training and development; the company's Drug and Alcohol Program which must conform to all policies and procedures of the Federal Transit Administration; and benefits. The position provides company-wide direction in the areas of policy and planning for human resources; monitors applicable federal/state regulations to ensure compliance; sets goals, objectives and priorities; administers the budget for human resources; and develops and uses performance measures to ensure goals are met and exceeded. A significant portion of the workforce is covered by collective bargaining agreements which adds to the complexity of administering many functions, including labor relations and benefit administration.

### **Typical Duties**

The following is not a complete list of duties, and incumbents may be required to perform job duties similar to the kind listed below.

- Directs human resources activities for the corporation
- Plans, formulates, recommends, implements, and monitors human resources policies, procedures, and functions to ensure accountability and conformance with all state/federal laws
- Develops policy and strategic direction having corporate-wide impact
- Administers a comprehensive benefit program, which balances the needs of the workforce and costs
- Directs a company-wide process of organization development which addresses issues such as new employee orientation, succession planning, workforce development, retention initiatives, performance metrics, and compensation strategies in order to fuel future growth and enhance organizational performance
- Establishes goals, objectives, and priorities which support the company's mission, goals, and values
- Manages directly and through subordinate managers a group of professional, technical, and administrative staff members
- Administers the budget for human resources
- Provides policy and technical guidance, direction, and information to senior management for issues impacting human resources
- Assesses human resource management information systems in order to recommend changes and/or upgrades

### **Knowledge, Skills, and Abilities**

The following is representative of the knowledge, skills, and abilities and is not all inclusive of every position under this job description.

- Knowledge of current trends and issues impacting human resources management
- Skill in the interpretation and application of applicable state/federal laws and regulations
- Skill in the principles and practices of management, administration, and staff supervision
- Skill in budget preparation, analysis, and control
- Skill in union contract development, negotiation, strategies, and administration
- Skill in developing, interpreting, and analyzing contractor or consultant contracts
- Skill in using process management principles, including participating in or leading, process improvement initiatives
- Skill in the preparation and presentation of complex technical issues
- Skill in establishing goals, objectives and priorities
- Skill in conducting organizational-wide needs analysis
- Skill in planning, developing, evaluating, and implementing policies and procedures
- Ability to identify and analyze issues, assess the impacts, make recommendations, and implement solutions
- Ability to establish and maintain effective working relationships with a variety of individuals such as employees, project managers, staff, consultants, vendors, and the general public

### **Preferred Qualifications**

- Possession of a Bachelor's degree or higher in Human Resource Management or related discipline
- Three years of experience in human resource administration which includes planning, organizing, coordinating, and implementing all human resources activities for at least one functional area such as Labor Relations, Benefits, Classification, Compensation Analysis, Recruitment, Selection, etc.
- Three years of experience in policy administration which includes planning, developing, implementing, and evaluating policies and procedures
- Three years of experience in establishing goals, objectives, and priorities utilizing performance metrics to evaluate and refine business processes with a customer focus in achieving a positive experience
- One year of experience supervising staff which includes planning, assigning, reviewing, and evaluating work of others

### **Working Conditions**

This position generally involves regular working hours and workdays, although scheduling conflicts, projects and/or emergency situations may require work beyond the standard workweek. Work is generally conducted in an office environment at a variety of locations.

	<b>FLSA</b>
X	Exempt
	Non-Exempt